



Figure 8: Text Import dialog

The options for importing CSV files into a Calc spreadsheet are as follows:

Import

- *Character set* – specifies the character set to be used in the imported file.
- *Language* – determines how the number strings are imported. If *Language* is set to *Default*, Calc will use the language associated with the locale selected at **Tools > Options > Language Settings > Languages > Formats**. If another language is selected, that language will determine how numbers are treated.
- *From row* – specifies which row the import starts with. The initial rows are visible in the preview window at the bottom of the dialog.

Separator Options

- *Fixed width* – separates data into columns by a set number of characters. Click on the ruler that appears in the preview window to set the width.
- *Separated by* – separates data into columns based on the separator defined here. Select **Other** to specify another character used to separate data into columns. This custom separator must also be contained in the data.
- *Merge delimiters* – combines consecutive delimiters and removes blank data fields.
- *Trim spaces* – removes starting and trailing spaces from within fields.
- *String delimiter* – select a character to delimit text data.

Other options

- *Format quoted field as text* – when this option is enabled, fields or cells whose values are entirely within quotes are imported as text.
- *Detect special numbers* – when this option is enabled, Calc will automatically detect all number formats, including special number formats such as dates, time, and scientific notation. The selected language influences how such special numbers are detected, since different languages and regions many have different conventions for such special numbers.